MADISON LOCAL SCHOOL DISTRICT
ELEMENTARY
STUDENT HANDBOOK

Madison Local Schools Click here for district website.

SOUTH ELEMENTARY SCHOOL

92 East Main Street PH: 440-428-5121 FAX: 440-428-8438

NORTH ELEMENTARY SCHOOL

1941 Red Bird Road PH: 440-428-2151 FAX: 440-428-9384

MADISON BOARD of EDUCATION

1956 Red Bird Road PH: 440-428-2166 FAX: 440-428-9379

ELEMENTARY SCHOOL HOURS of OPERATION

7:30 AM-Doors Open/Enter Building/Report to class
7:45 AM-School Begins
2:00 PM-Dismissal

INFINITE CAMPUS

Infinite Campus (IC) is the official Student Management System for MLSD. Grades, attendance, and timely communication updates will be accessible through IC. Parents must update each child's EMA information yearly. Failure to update EMA can result in students missing field trips.

ATTENDANCE

Parents must notify the school when a child will be absent. Please call the main office. Messages can be left before the start of the school day.

Students arriving at school after 7:45am should report immediately to the office before going to their classroom and will be marked Tardy.

Consistent attendance is important for educational success. Ohio HB 410 defines "excessive absences" as 38 hours of missed school in one month and/or 65 or more hours absent in one school year. These totals accumulate with or without a legitimate excuse. Parents of students reaching these totals will receive a notification letter from the school. If attendance does not improve, a meeting with district administration will be scheduled and an absence intervention plan will be implemented.

The district Attendance Goal is that every child attends school at least 93% of the time. This equates to less than 12 absences per school year.

VACATIONS

Although absences due to family vacations are not encouraged during the school year, they will be considered excused. However, school missed because of vacations will count toward the hourly total of "excessive absence" definition outlined in Ohio HB 410. The school must be notified at least one week prior to a family vacation so that work can be made available for the student to make up. Parents are asked not to schedule vacations during state/district assessment time periods.

EARLY DISMISSAL

If it is necessary for a child to be dismissed during the school day, a written statement from the parent or legal guardian must be sent to the school office that morning. Parents must report to the office at the appointed time to sign out the child. Students may not leave school without permission from the office.

SCHOOL CLOSINGS

School closings will be communicated through the automated calling system to each family to report a school closing. School closing announcements will also be made through media, on the district webpage, and through social media when it is necessary to close school due to bad weather or other emergency situations.

CHANGE of ADDRESS or PHONE

Whenever there is a change of student information, such as phone numbers, names, address or custody, etc., parents must contact the school office as soon as possible. Parents should also update this information on Infinite Campus.

SCHOOL VISITORS

To ensure the safety of the students and staff, all doors will be locked during the day. Visitors must enter the building through the main office doors and report immediately to the school office. VISITORS ARE REQUIRED TO SIGN IN AND SHOW IDENTIFICATION. Visitors may be asked to wear an identification badge.

TEXTBOOKS and LIBRARY BOOKS

All textbooks and library books are loaned to students during the school year. They should be kept clean and handled with care. Students will be required to pay for lost or damaged books. If a lost book is found, money paid will be refunded.

MEDICATION

When possible, all medication should be given by the parent at home. If this is not possible, medication may be administered by the school nurse, principal, or designee only when the following procedure is followed:

All medication, prescription, and over-the-counter, must be accompanied by the school medical form which has been completed by the parent and physician requesting that the medication be given. All medication must be received in the original container labeled with the student's name, name of medication, and the proper dosage. Medication is to be brought to the clinic/office by the parent, NOT the student.

No child should have medications with them at any time, including non-prescription drugs such as aspirin, Tylenol, cough drops, and antacids.

Students who must carry medication with them (inhalers, epi-pen) may do so only with prior approval by a physician and parent. The proper paperwork must be filed with the school nurse.

FEES and SUPPLIES

Each student is required to pay a school fee. The fees for the 2024-25 school year will be available on Infinite Campus. **2024-25 School Fees are $63.00.** This covers the cost of workbooks, instructional technology and consumable materials. This fee is assessed in the fall. Checks should be made payable to Madison Local Schools. Parents may also make payments online through Infinite Campus. Students are required to furnish their own crayons, paper, pencils, erasers, folders, glue, etc. These supplies should be replaced as they are consumed during the school year.

CELLPHONES & OTHER PERSONAL ELECTRONIC DEVICES

Cell phones, IPads, tablets, personal computers, and similar devices must be kept in a child's book bag and powered down during the school day and on school buses unless specific permission has been given by the classroom teacher or other supervisor to use these items. NO EXCEPTIONS. The taking of pictures, texting, or the use of any form of social media communication is prohibited at school in grades K-5. The use of electronic devices is at the discretion of the classroom teacher and administration and must follow established district policy. THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE LOSS OR DAMAGE OF PHONES OR ANY OTHER PERSONAL ELECTRONIC DEVICES. The school district reserves the right to withdraw access to on-line service to users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the district. Students who are using cellphones or other electronic devices without permission will have their device confiscated. Parent/guardian will be contacted to pick up the device.

TOYS

Children should NOT bring toys to school. Stuffed animals, trading cards, model cars, blocks or similar items should be left at home. The recess aides have a collection of materials that are used during indoor recess. The classroom teacher will confiscate and hold all toys and other inappropriate items which interfere and distract from the instructional process.

FIELD TRIPS

Field trips are planned by the teachers in accordance with school policies to supplement the regular school program. Permission slips for all children attending the trip must be signed by the parent or legal guardian. Usually a charge will be assessed to each child to cover the cost of the trip and transportation. Students WILL NOT be permitted on a field trip without a signed permission slip and updated medical and contact information in Infinite Campus. Students must display appropriate behavior on each field trip or attendance to later trips may be denied. Field trip privileges may also be denied to students who are unable to consistently demonstrate safe, positive behavior in the classroom or recess during the school year.

GRADES

Daily work, tests, and nine week grades are based on the percent scale below:

PERCENTAGE SCALE	*LETTER GRADE*
90-100	A (excellent work)
80-89	B (above average)
70-79	C (average)
60-69	D (below average)
50-59	U (unsatisfactory)

Parents wishing to check student progress can login to the parent portal on Infinite Campus. Students in grades K-2 do not always receive letter grades, but rather performance level indicators. Meanings of all the notations used are listed on the report card. Grades are posted four times yearly on Infinite Campus, but can be checked at any time through the parent portal.

TESTING

All students will participate in all required state/district tests. The state determines the testing dates and parents will be given a copy of test results when they become available from the state.

Gifted testing is conducted with all students in grades 2 and 5. Dates of testing and scores will be communicated by the school.

Madison Local School District offers a continuum of services to students qualifying for special education services as outlined by the *Operating Standards for Ohio's Schools Serving Children with Disabilities*. Our schools use an *Intervention Assistance Team* to address learning problems and determine whether or not a child has a suspected disability. Both parents and teachers can initiate a referral to this team. The team develops interventions to resolve concerns prior to conducting a full, individual evaluation. Data from these interventions are used to determine eligibility for special education services, appropriate instructional practices, and access to the general curriculum.

CHILD ABUSE REPORTING

Ohio law dictates that all individuals who may come in contact with students must report cases of suspected child abuse or neglect. It is required that a report be made immediately to the Lake County Department of Human Services or to the local police department.

If you are aware of any concerns regarding student safety, please contact the SAFE SCHOOL HELPLINE @ 1-800-418-6423 EXT: 359 or text 66746 "TIPS".

SAFETY PLANS

SAFETY PRACTICE: Madison Local Schools has developed a safety plan for each building to protect our children in the event of a crisis. This plan is reviewed yearly. The children participate in monthly practices for safe egress and accountability in the event of a fire. The children also participate in tornado drills.

In addition, the building staff reviews the Perry Power Plant emergency procedures annually. If an evacuation were to be ordered, the following locations in Ashtabula schools have been designated as evacuation sites for our children.

SOUTH ELEMENTARY:
K-5 Erie Intermediate, 2300 Wade Avenue, Ashtabula, OH

NORTH ELEMENTARY:
K-5 Superior Intermediate, 2300 Wade Avenue, Ashtabula, OH

Remaining schools as follows: Pre-K: Ontario Primary School, 2300 Wade Ave; Madison Middle School: Lakeside JR High School, 6620 Sanborn Rd.; Madison High School: Lakeside High School, 6600 Sanborn Rd. Ashtabula, OH

This information is also located in the Madison Local School District Calendar.

CONFERENCES

Regular parent/teacher and parent/school communication is vital to the success of each student. Individual conferences for grades K-5 are held twice yearly. Parents are encouraged, however, to initiate conferences with teachers, the principal, or specialists whenever they have questions or concerns.

DRESS CODE

*Personal appearance, clothing, hairstyles and accessories should not draw attention away from the educational setting.
*Current clothing and hairstyles, except extremes, are acceptable.
*Inappropriate clothing styles include bare midriffs, spaghetti straps, pajama pants, clothing with holes, and see through clothing.
*For safety reasons, flip flops or shoes with high heels are discouraged.
*Clothing should not display any offensive, violent, obscene, drug, tobacco, or alcohol-related picture or slogan.
*Hoods must be down when inside the building.
*Hats are not to be worn in school.

SCHOOL OFFICIALS RESERVE THE RIGHT TO INTERPRETATION OF THE DRESS CODE AND WILL MAKE THE FINAL DECISION ON INAPPROPRIATE CLOTHING AND

APPEARANCE. ALL JUDGEMENTS MAY BE BASED UPON, BUT NOT LIMITED TO, HEALTH, SAFETY, MODESTY, AND GENERAL APPROPRIATENESS.

GENERAL RECESS RULES

*Students will not go out for recess if the temperature is 20 degrees or lower. Windchill will be considered.
*Students cannot reenter the building during the recess break without permission from the recess aides.
*Boots are necessary when there is mud or snow on the ground.
*The school furnishes playground balls, basketballs, footballs, soccer balls, jump ropes and hoops. Students should not bring these items or other toys from home. The school is not responsible for any personal items.

STUDENTS MUST FOLLOW ALL PLAYGROUND RULES SET BY THE RECESS ASSISTANTS. STUDENTS WHO VIOLATE THE RULES MAY BE SUBJECT TO SCHOOL DISCIPLINE, INCLUDING REMOVAL FROM THE PLAYGROUND.

DISCIPLINE

Madison elementary schools focus on STREAK behaviors to teach expected behaviors: Safety, Teamwork, Responsibility, Effort and Kindness. A student's behavior should conform to acceptable standards of student conduct. The staff requests parental support in helping to maintain appropriate conduct in the school. A student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. All violations of school rules will be investigated and handled in accordance with district policy.

CONSEQUENCES

For all practical purposes, most problems related to discipline are handled by the classroom teacher in one or more of the following ways:

1. Verbal warning & redirection
2. Student/teacher conferences
3. Loss of a recess or other privilege
4. Assignment of additional tasks
5. Teacher/parent conferences

The goal is that students learn to make positive choices and avoid future consequences. Serious and/or continuous behavior problems will be referred to the building principal and parents will be contacted. The consequence may vary based on the severity of each infraction

or the repeated violations of misconduct. In addition to any consequences assigned, the school staff will work to provide behavioral interventions to support students in making better choices. Parents/guardians are encouraged to contact teachers and/or administrators for assistance in improving student behavior at school.

The STUDENT CODE of CONDUCT applies wherever the school has authority to regulate student conduct, which includes school property, school transportation, and school activities wherever and whenever held. District policy will be followed at all times. You can find the Code of Conduct here: **Madison Local School District BoardDocs® LT**

ELEMENTARY SCHOOL PBIS BEHAVIOR MATRIX

Madison Local Schools has adopted a framework for PBIS (POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS). Expected student behaviors are outlined below. We want students to be the best Streaks they can be by demonstrating Safety, Teamwork, Responsibility, Effort and Kindness. Positive behaviors are reinforced through the use of Streak Bucks and other recognition.

Expectations → ***School Settings*** ↓	**Safety**	**Teamwork**	**Responsibility**	**Effort**	**Kindness**
Playground	Hands and feet to self. Proper use of equipment.		Follow directions the first time given.	Clean up and line up quickly and quietly.	Share and take turns.
Cafeteria	Hands and walking feet to self.	Use inside voices.	Pick up supplies before seated.	Clean up area when done.	Use good manners (please & thank you.)
Hallways	Hands and walking feet to self.	Follow in line as a group.	Go directly and quietly to your destination.	Pay attention to directions.	Silent wave to greet and respond to others.
Restrooms	Hands and feet to self.		Quiet voices.	Flush toilet. Wash & dry hands properly. Use restroom in a timely manner.	Give privacy.

Buses	Stay seated. Face forward. Hands and feet to self.	Talk to your neighbor in a quiet voice. Stay silent at tracks & when lights on.	Keep all items in bookbag.		Choose kind words and actions.
Classrooms	Respect self, others, and property.	Be cooperative.	Follow directions.	Do your best. Be a problem solver.	Welcome and respect the ideas of others.

SCHOOL MEALS

Breakfast and lunch are served daily. Prices are posted on the district's website and on the monthly menu which is online and sent home with students. Credit and debit cards are accepted online through the Infinite Campus Online Payment module found in the parental portal. Cash or checks are also accepted. Cashiers do not give change. Money may be put on the student's account to use for breakfast, lunch or snack items. Every student has a 6 digit Personal Identification Number (PIN) which needs to be memorized and not shared with other students for use through the meal line.

Applications to apply for free/reduced price meals are available at any time during the school year and may be obtained on the district's website, through Infinite Campus, at any school office or by calling the Nutrition Services Department @ 440-428-2166 EXT: 331 or 332. Parents are expected to provide lunch or money to purchase a lunch until the application has been approved. For more information on the nutrition services offered, please visit the department web page through Madison Local Schools-Food Service

SCHOOL BUSES

Riding a school bus is a PRIVILEGE and students must observe all safety rules. IF A CHILD MISBEHAVES and DOES NOT FOLLOW the BUS REGULATIONS, HE/SHE MAY RECEIVE DISCIPLINE and/or BE DENIED BUS PRIVILEGES. Misbehavior puts STUDENTS' SAFETY AT RISK.

If a child is not going to ride the bus home on a specific day, his/her parent or legal guardian must contact the school office in writing, stating a reason for the early dismissal or pick-up. In the absence of written notification, the child will ride the bus home.

Bus passes will not be issued. If your child is unable to ride the bus to their scheduled location, you must make arrangements for a pick-up. Thank you.

YOUR COMMENTS ARE WELCOME!

MADISON BOARD of EDUCATION
1956 Red Bird Road
Madison, OH 44057

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